



## Accomplishment Report

*Instructions: Enter your information and delete the instructional text.*

### Personal Data

Employee ID	Employee Name	Date
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### Accomplishments

#### Goals/Job Responsibilities (Elements)

1. Describe your completion of your first goal/job responsibility (element). In Word, add additional numbers by pressing the Enter key until you have addressed all of your goals and job responsibilities (elements).

#### Other Important Accomplishments

1. If you have accomplished something important that is not part of your goals/job responsibilities (elements), describe it here. Each accomplishment should be a separate number (In Word, add numbers by pressing the Enter key).

### **Competencies**

1. If you were rated as "needs improvement" on a competency last year or if you think that you exceeded expectations on a competency this year, describe what you did and what the outcome was. Each response should be a separate number.

### **Performance Improvement Needs (Previous Year)**

1. If your supervisor pointed out areas for improvement either in last year's performance review or throughout the year, describe what you did to improve.

### **Career Development Activities**

1. Describe career development activities in which you have participated over the last year and how they have helped you on your current job or prepared you for a future need. This can include cross-training, training, conferences, college/university coursework, professional organizations, personal reading and self-study, etc.

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